



Natural Resources Conservation Service  
1201 NE Lloyd Blvd., Suite 900  
Portland, OR 97232

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September 27, 2010

**ACTION DUE BY: OCTOBER 8 and 31, 2010**

**OREGON BULLETIN NO. OR-360-2010-8**

**SUBJECT: PER – All Terrain Vehicle and Utility Terrain Vehicle Usage**

**Purpose.** To provide immediate guidance on the use of All Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) Usage.

**Expiration Date.** September 30, 2011.

The NRCS National Safety Office has issued the following guidance effective immediately upon receipt regarding ATV/UTV usage for official duties by NRCS employees and volunteers:

A. Each NRCS State Office will pay all cost for purchasing approved helmets, protective safety eye wear and gloves.

1. An ATV/UTV will not be utilized by an NRCS employee or volunteer unless the rider is wearing an appropriate helmet. A proper fitting full or three-quarter face motorcycle helmet with chin strap shall meet requirements of the Department of Transportation (DOT), ANSI Z90.1 standard, or Snell Memorial Foundation (SMF) standards. Helmets must be replaced as recommended by their manufacturer or sooner if a helmet is involved in an impact-related accident or shows significant wear or damage.

2. Protective Safety Eye Wear

a. ATV – Safety glasses, goggles, or sunglasses that meet the ANSI Z87.1 standard as determined by the JHA/RA based on the work environment (i.e. brushy environment may warrant goggles as opposed to glasses.)

b. UTV – Safety glasses, goggles, or sunglasses that meet the ANSI Z87.1 standard as determined by the JHA/RA based on the work environment. Eye protection is not required for UT UTVs with original equipment manufacturer (OEM) brush or roll cages having OEM windshields that UTVs that protect the face from branches, flying debris, and so forth, unless otherwise required by an associated industrial use activity.

3. Off road style gloves should be used to help protect the hands from getting sore, tired, or cold as well as offer protection in the event of a spill.

B. Employees are encouraged to purchase (at their own expense) and wear the following additional PPE:

1. Long pants and long-sleeved shirt, jersey or jacket.
2. Footwear that complies with agency field footwear requirements.
3. Additional rider protection gear, such as rider pants or knee/shin/elbow guards, or law enforcement protective gear such as a kidney belt or chest protector, as deemed necessary.

C. When carrying equipment, equalize the load to maintain balance, stability and center of gravity. Never exceed the manufacturer's maximum carrying capacity of either axle or cargo rack as specified in the ATV/UTV owner's manual. Follow manufacturer loading instructions. No installation of commercially available "add-ons" will be made to the ATV/UTV unless approved and installed by an authorized dealer. All ATVs/UTVs that have after-market, welded equipment racks will cease using those racks immediately until the ATV/UTV has been inspected and it has been determined that its use does not impose hazards or trap the employee in the event the employee has to bail off the side of the ATV/UTV for their safety.

D. No one will be allowed to use an ATV/UTV unless they have received ATV Safety Institute approved training. Locations of Adults Only classes nearest each service center can be found online at <https://online.svia.org/Training/ClassFind/CourseFind.aspx>.

E. The above restrictions are in effect immediately. There will be a "zero tolerance" policy on non-compliance. Failure to comply will result in disciplinary actions. This policy will remain in effect until the release of the NRCS National ATV/UTV Safety Policy.

**Required Actions:** Supervisors of all NRCS Oregon employees who ride ATVs/UTVs will do the following by Friday, October 8, 2010:

a. Cease using any ATVs/UTVs that have after-market, welded equipment racks and take them to an ATV/UTV dealer for an inspection and certification that the use of the vehicle with the racks does not impose a hazard or trap an employee in the event the employee has to bail off the side of the ATV/UTV for their safety. Any after-market, welded equipment racks that cannot be certified as to their safety must be removed immediately before the ATV/UTV is used again. A copy of the certification is to be sent to the SAO and the original retained with the maintenance records for the vehicle.

b. No employee is to use an ATV/UTV without a helmet. Supervisors will prepare an AD700 for the number of helmets meeting Snell Memorial Foundation (SMF) standards (dealers selling these helmets can be found at <http://www.smf.org/links.html>), protective safety eye wear that meets the standards in paragraph 2 above, and gloves needed for their employees and send the AD700s to Bethany Bonasera, Purchasing Agent, at [bethany.bonasera@or.usda.gov](mailto:bethany.bonasera@or.usda.gov) by Friday, October 8, 2010. AD700s that are under \$3000 will receive funds approval by FNM and then be returned to the originator to be purchased with a purchase card and those that are greater than \$3000 will be purchased by Bethany.

c. No employee is to ride an ATV/UTV without completion of the Safety Institute approved training. Employees that have already completed this training must forward a copy of their completion certificate to the SAO by Friday, October 8, 2010. Employees who have not received this training must sign up for a course at a dealer immediately and forward their certificate no later than October 31, 2010. Employees are not to use an ATV/UTV until the training is completed and the SAO has received a copy of the certificate.

d. If you have questions about this policy, please contact Lesley Kelly, SAO, at 503-414-3211 or [lesley.kelly@or.usda.gov](mailto:lesley.kelly@or.usda.gov).

A handwritten signature in dark ink, appearing to read "Ronald Alvarado", with a stylized, flowing script.

RONALD ALVARADO  
State Conservationist

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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